

Chapter 1:

Introduction to

Leave Management

Discover the purpose of the **Leave Management** module, its key capabilities and how it streamlines leave administration for employees, managers and HR teams.

- [Overview of Leave Management](#)
- [Purpose of Leave Management](#)
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Overview of Leave Management



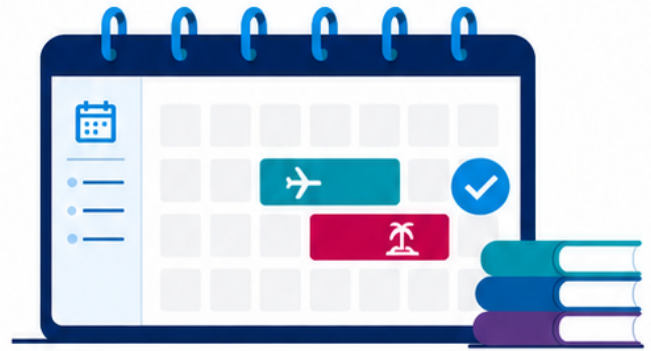
Effective leave management keeps records accurate, supports workforce planning, and ensures consistent policy application. The **Leave Management** module simplifies administration, entitlement setup, requests, transactions, and balance tracking within a structured framework.

The module lets administrators set **leave rules** to meet organisational requirements, including how leave accrues, carries over between cycles, and is deducted when taken. These settings define the entitlements and rules for employees in the relevant **leave groups**.

The module provides **employees, managers, and administrators** with tools to manage the following:

- **Leave requests:** Submit, review, and manage requests for time away from work.
- **Leave approvals:** Apply configured approval workflows to leave requests.
- **Leave balances:** View available leave entitlements and changes affecting an employee's balance.
- **Leave configuration:** Define leave types, accrual rules, leave groups, and related settings.
- **Leave processing:** Process leave records, accruals, and adjustments according to the configured rules.
- **Leave records and history:** Maintain records of leave requests and transactions affecting employee leave balances.

A comprehensive solution to manage employee leave, support workforce planning, and ensure consistent application of leave policies across your organisation.



WHAT IT SUPPORTS

Supports a complete leave management process from entitlement to approval and record-keeping.



Leave types and entitlements



Leave accruals and leave cycles



Leave requests and approvals



Leave balances and adjustments



Leave groups and employee assignments



Leave history and transaction records



WHAT ADMINISTRATORS MANAGE

Centralised tools to configure, administer and monitor leave in line with your organisational policies.



Leave types and leave settings



Leave groups and employee assignments



Accrual rules and leave cycles



Carry-over policies and expiration dates



Approval hierarchies and multi-tier workflows



Public holiday groups and blackout dates



Leave processing and adjustments



Reporting and audit trails



WHAT EMPLOYEES AND MANAGERS DO

Employees can:



Submit leave requests



View leave balances



View leave history



Cancel requests (if permitted)

Managers can:



Review and approve or reject leave requests



View team leave balances



View team leave calendars



Receive notifications and manage approvals

CONNECTED HR ENVIRONMENT

Works with key system components to apply the correct entitlements and calculations.



Employee records

Employee information and assignments



Work schedules

Determines how leave is calculated (e.g. half days)



Leave configurations

Applies leave groups, accrual rules and policies

This chapter provides an overview of the **Leave Management** module, highlighting its **key features, purpose,** and **role** in the broader human resources environment. Understanding the module's core functionality helps users manage leave processes consistently, maintain accurate records, and apply configured leave rules effectively.



Purpose of Leave Management

The **Leave Management** module helps make leave administration simpler by managing the processes and guidelines that support employee time off.

The module enables organisations to:

- Define and manage leave types and entitlements.
- Calculate leave accruals according to configured rules and employee work schedules.
- Allow employees to submit leave requests and monitor their leave balances.
- Enable managers to review and action requests according to configured approval workflows.
- Apply rules for negative balances, carry-over, and leave forfeiture.
- Maintain leave records, adjustments, accruals and historical transactions.
- Manage public holiday calendars for different locations.
- Provide administrators with tools to manage individual employee leave configurations.

Key features of Leave Management